

REVISED  
DRAFT

MEMORANDUM FOR:

SUBJECT: Information for Personnel Overseas Having the  
General Services Career Designation

1. In accordance with the Career Service Program of this Agency, there have been established a number of Career Service Boards. Each Board reviews the rotation, training, advancement and assignment plans for each employee who is identified by the career designation of that Board.
2. As you may already have been notified, you have been given the career designation of the General Services Office Career Service Board. This indicates that you are one of the group of Agency employees who assist the Chief, General Services Office, in discharging his responsibility for providing General Services support to Agency activities. It further indicates that the Chief, General Services Office, with the advice of his Career Service Board, has primary responsibility for planning and accomplishing your career development, utilization and advancement in the Agency.
3. The GSO Career Service Board has reviewed records of your qualifications and those of other employees with your career designation, and is presently developing rotation, training and assignment plans in order to meet existing and future requirements for General Services personnel throughout the Agency.
4. At this time the Board is giving special consideration to planning your next assignment upon your return to Headquarters. We hope to be able to give you appropriate information concerning your next assignment prior to your return. We also wish to consider your own personal desires and career interests when planning your future development in the Agency. We would therefore be glad to receive from you any information which would guide our planning for your career development. Such plans will be reviewed frequently and changed as necessary to increase your value to the Agency.

5. The GSO Career Service Board is very interested in your career and will attempt to provide you with opportunities to broaden the scope of your experience and ability in General Services functions. When appropriate, the Board also will recommend your assignment to other types of Agency activity in which you may continue to increase your capabilities and advance your career.

6. We will try to keep you informed of future plans and activities of the Career Service Program which concern you.

*LSH*

[Redacted Signature]

Chairman

GSO Career Service Board

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